

Approved For Release 2009/09/04 : CIA-RDP87M00539R002404050013-0

Page Denied

Approved For Release 2009/09/04 : CIA-RDP87M00539R002404050013-0

SECRET

DD/A Registry

85-0040/24

4 April 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: Clair E. George
Deputy Director for Operations
Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: New Language Incentive Program

1. The Language Development Committee met on 4 April 1985 to approve the new language incentive program for the Agency. The members of the committee agreed unanimously that the new program will go far in providing incentive to increase language capabilities throughout the Agency. The program was drafted and coordinated with key members in the other directorates to insure that it meets the specific language needs of all the directorates. In redrafting a new program, we began with the State Department's language incentive program but went well beyond State because of Agency needs. Following, for your information, are some of the key features of our program:

- Like the Department of State we are paying significant dollar amounts for language use. We continue to pay language achievement and maintenance stipends but have given emphasis to awarding language use because this is where we need the most improvement.

- While the Department pays the language use in only 24 languages, our program will pay achievement, use and maintenance stipends for all languages of operational use to the Agency.

- While the Department of State pays a percentage of the base salary depending on language proficiency, our program pays the same amount for proficiency regardless of employee grade.

64 analysis

25X1
25X1

25X1

SECRET

DCI
EXEC
REG

0-102

SUBJECT: New Language Incentive Program

25X1 [redacted] again regardless of grade. The key here is that our program pays an award to junior officers at the same dollar figure as senior officers for operational proficiency in a language.

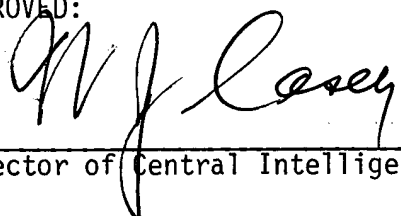
- For achievement and maintenance stipends, we decided to stick with the basic Agency program but also decided to raise the dollar figure to increase the attractiveness of improving language skills. In the area of achievement, we will continue to provide a flat dollar figure for achievement at the various proficiency levels. Currently, the Department gives its employees step increases as awards for achievement. We decided against this procedure because of its complex administration.

2. In sum, our new program is both superior and more flexible than Department of State and we believe will provide increased incentive to improve overall language capability.

25X1 [redacted]
Clair E. George Harry E. Fitzwater

25X1 Attachment
CIA Language Incentive Program, [redacted]

APPROVED:



Director of Central Intelligence

17 MAY 1985

Date

Page Denied

Next 13 Page(s) In Document Denied

ER

ADMINISTRATIVE INTERNAL USE ONLY
Central Intelligence Agency
Washington, D.C. 20505

3 April 1985

Executive Registry

85-1452

Executive Director

NOTE FOR: DDA

Harry:

I've read this package now three times. I think I'm on board with respect to all aspects of it except those relating to language use awards. Para 4 on the third page appears to me to open the floodgates. Are paras 5 and 6 designed to qualify or modify para 4 in some way? It's not clear to me.

I assume we are trying to reward our employees who use language and encourage them to at least reach level 2, but hopefully to go to 3 or 4. But I don't see why we should do that for just one skill. If we are going to pay by skill, why don't we set it up that way? Any further wisdom you can share would be greatly appreciated.

STAT



ADMINISTRATIVE INTERNAL USE ONLY



0102



Deputy Director
for Administration

DDA 85-0040/22
27 March 1985

NOTE FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Language Incentive Program

Jim:

STAT
STAT
STAT
As I reported in paragraph (k) of my 19 March memo to the DCI, Subject: Update on Action Items from [] Conference, we propose to publish the attached Headquarters Notice establishing the new CIA Language Incentive Program. I understand that [] convinced you of the value and need for this program. If you have no objections, we will proceed with publishing the HN which has been fully coordinated with all members of the Agency Language Development Committee.

[]
Harry E. Fitzwater

Att

cc: D/OTE

ADMINISTRATIVE - INTERNAL USE ONLY

Distribution:

Orig - Addressee

- 1 - ER (w/o/atts)
- 1 - OTE (w/o/atts)
- 1 - DDA Subject (w/atts)
- 1 - DDA Chrono (w/o/atts)
- 1 - EFM Chrono (w/o/atts)

STAT
EO/DDA [] rj (27 Mar 85)

DCI
EXEC
STG

0-102